

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Announced Inspection Checklist B – General Records

Center Name: _____ **Licensing Specialist(s):** _____ **Date:** ____/____/____

GENERAL RECORD REVIEW ITEMS	✓ = Compliance O = Noncompliance N/A = Not Applicable	Level
General Center Records		
B1. If animals at the center, does center have current animal vaccination records? 100-9(1)(b) and 100-22(3)		1, 3
B2. Does center have copies of all current variances granted by the Department? 100-9(1)(d)		3
B3. Does center have current local health department inspection/food service permit? 100-9(1)(e)		3
B4. Does center have a current local fire department inspection? 100-9(1)(f)		3
B5. If the center not on CACFP, do they have a six week record of foods served? 100-15(1)(c)		3
B6. Does the center have ASTM documentation for cushioning under indoor stationary play equipment, if needed? 100-12(9)(b) and 100-12(10)(b)		1
B7. Does the center have documentation for safety glass, if needed? 100-4(10)		2
Review of Forms		
B8. Does center's child admission form include the following information for each child: 100-9(1)(h)(i)(A)-(H) Child's name.		2, 3
Child's date of birth.		2, 3
Date of enrollment.		2, 3
Parent's name, address, and phone number.		2, 3
Names of people authorized by the parent to pick up the child.		2, 3
Name, address and phone number of emergency contact person.		2, 3
Name, address, and phone for out of area emergency contact, if available.		2, 3
Current signed emergency medical treatment and transportation releases.		2, 3
B9. Does the center's health assessment contain the following information about the child: 100-9(1)(h)(ii) and 100-14(5)(a)-(f) Allergies.		1, 3
Food sensitivities.		1, 3
Acute and chronic medical conditions.		1, 3
Instructions for special or non-routine daily health care.		1, 3
Current medications.		1, 3
Any other special health instructions for the caregiver.		1, 3
B10. Does the center's medication permission form contain at least the following instructions to be completed by the parent: 100-17(4)(a)-(c) (N/A if the center does not administer medication.) The name of the medication.		2

GENERAL RECORD REVIEW ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
Written instructions for administration; including: The dosage.		2
The method of administration.		2
The times and dates to be administered.		2
The disease or condition being treated.		2
The parent signature and the date signed.		2
B11. Does the center's medication administration form contain at least the following information to be completed by the person administering the medication: 100-17(7)(e) (N/A if the center does not administer medication.) The date, time, and dosage of the medication given?		1, 2, 3
Signature or initials of person who administered the medication?		1, 2, 3
Any errors in administration or adverse reactions?		1, 2, 3
Written Policies		Level
B12. Has a copy of the center's written policies been submitted to the Bureau to keep on file? 100-8(13)		3
Emergency & Disaster Plan		Level
B13. Has a copy of the center's emergency and disaster plan been submitted to the Bureau to keep on file? 100-10(8)		3
B14. Is emergency and disaster plan reviewed annually and updated if needed, with date of last review/update noted on the plan? 100-10(7)		3
Emergency Drills		Level
B15. Does the center have a record of monthly fire evacuation drills for the past 12 months? 100-10(10) and 100-9(1)(a)		1, 2, 3
B16. Does the fire drill log include all of the following information for each drill: 100-10(11)(a)-(e) The date and time of the drill.		3
The number of children participating.		3
The name of the person supervising the drill.		3
The total time to complete the evacuation.		3
Any problems encountered.		3
B17. Does the center have a record of two semi-annual drills for disasters during past 12 months? 100-10(12) and 100-9(1)(a)		1, 2, 3
B18. Does the disaster drill log include all of the following information for each drill: 100-10(13)(a)-(e) The type of disaster.		3
Date and time of the drill.		3
Number of children participating.		3
Name of the person supervising the drill.		3
Any problems encountered.		3
B19. Do fire and disaster drill logs vary the days and times on which drills are held? 100-10(14)		3

GENERAL RECORD REVIEW ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
General Personnel Records		Level
B20. Written documentation identifying the director designee(s)? 100-8(11)(a)		3
B21 Does center have a copy of the current CBS/MIS renewal form (Request for Annual Renewal of CBS/MIS Criminal History Information for Child Care) listing all current owners, directors, members of the governing board, staff, and non-parent volunteers? 6-5(1)		2
B22. Most recent "Disclosure Statement" for CBS/MIS for each person who has worked at facility since the last license renewal. 100-9(1)(i)(iv) and 6-5(1)		2, 3
B23. If center has pool over 4' deep and it is a time of year when the pool is used, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification. 100-6(7)(d)		1